

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO
GENERAL MANAGER
DATE: JULY 1, 2010



**AGENDA ITEM
C-3**

JULY 7, 2010

SOUTHLAND WWTP UPGRADE PROJECT UPDATE

ITEM

Mike Nunley of AECOM Engineering re Southland wastewater treatment plant upgrade project status [NO ACTION REQUESTED].

BACKGROUND

Attached is the latest Monthly Report from AECOM along with a draft project Budget.

It should be noted that the Board has already funded the proposed project and the District already owns the land for construction.

RECOMMENDATION

Staff recommends that your Honorable Board receive the presentation and ask questions as appropriate.

ATTACHMENT

- Monthly Report

Memorandum

To	Don Spagnolo, PE, General Manager - NCSD	Page	1
CC	Peter Sevcik, Jon Hanlon, Eileen Shields		
Subject	Southland WWTF Upgrade Project – Design Phase Status Report		
From	Michael K. Nunley, PE		
Date	June 28, 2010		

The Project Team has completed the following items this month:

1. AECOM received comments from the District on the Administrative Draft Master Plan Amendment and revised the document accordingly.
2. The Draft Master Plan Amendment was submitted to the District and the District's peer reviewers on June 15th for review and comments.
3. Fugro reviewed changes to the project description and determined additional cone penetrometer testing is warranted to develop geotechnical recommendations.
4. AECOM is continuing work towards the Concept Design.

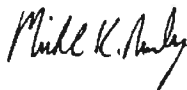
Schedule

The latest Project Schedule is attached. We are working with the District's environmental consultant to update the EIR schedule.

Budget Status

The Invoice Summary is attached. The Invoice Summary indicates an amount invoiced which is consistent with the work completed to date. Amounts charged to Task Group #2 to date reflect work on construction documents for portions of the Frontage Road Sewer Upgrade. The project cost opinion has not been updated since the January 2009 Master Plan, but the summary table is included and will be updated with the Draft WWTF Master Plan Amendment, after District review and comments.

Yours Sincerely

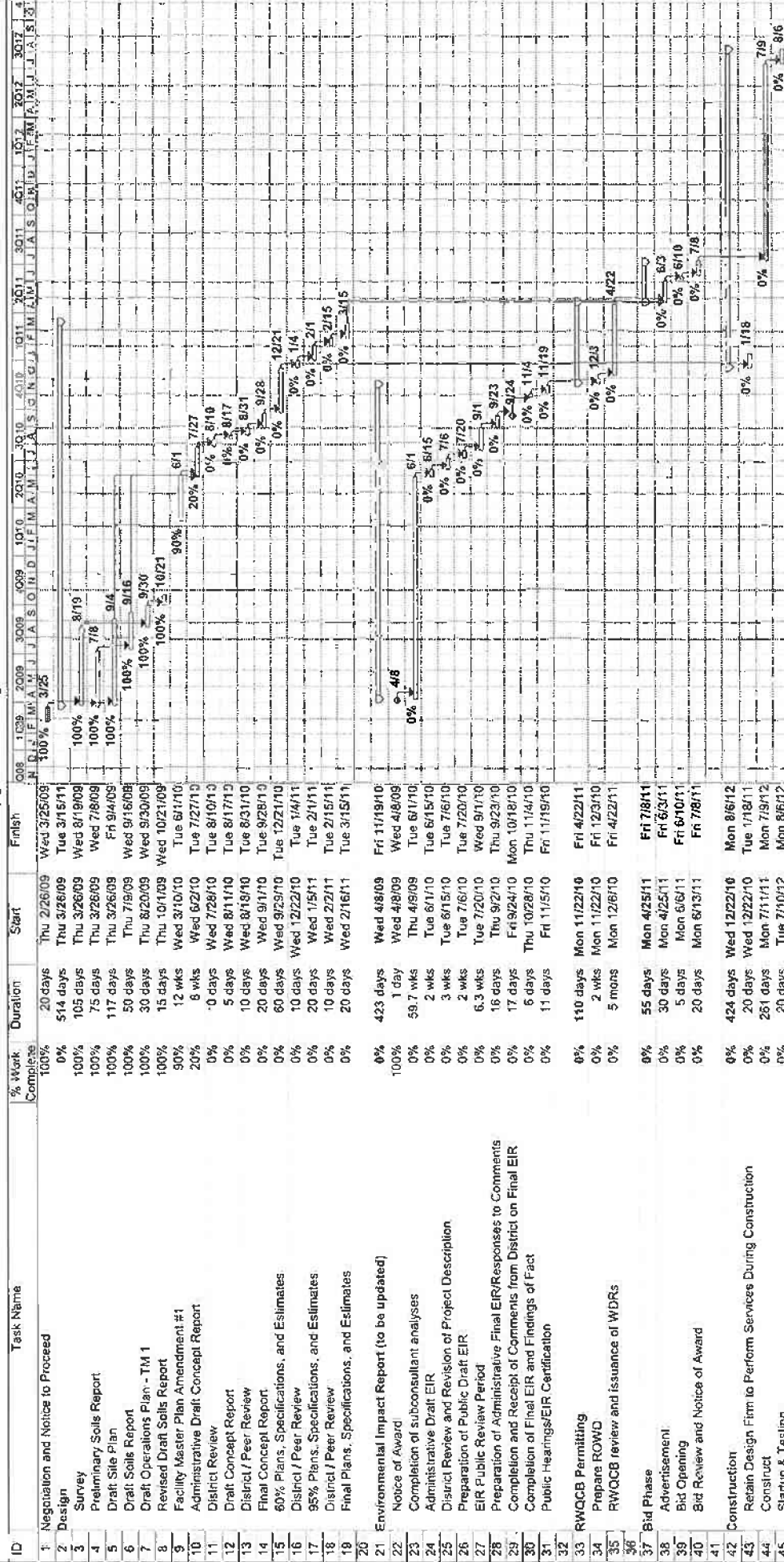


Michael K. Nunley, PE

Enclosures: Project Schedule
Invoice Summary
Project Budget Summary

Southland WWTF Upgrades Design Schedule

Mon 6/28/10



Task

Progress

Baseline

Milestone

Baseline Milestone

Summary

Rollup Task

Rollup Critical Task

Rollup Milestone

Baseline Summary

Rollup Baseline

Rollup Baseline Milestone

Rollup Progress

Split

Baseline Split

External Tasks

Project Summary

Group By Summary

Deadline

Project Budget Summary

6/28/2010

Engineering Services for NCSD - Southland WWTF Upgrade

Nipomo CSD

	Total Budget	Amount Previously Invoiced	Invoice Amount	Current Amount	% of Budget Earned to date	% of Work Complete
Task Group 1 - Concept Design Phase	\$195,123.00	\$140,537.29	\$11,239.56		78%	78%
Task Group 2 - Construction Documents	\$478,948.00	\$15,180.75	\$1,120.50		3%	3%
Task Group 3 - Project Management	\$68,787.00	\$25,116.75	\$4,509.00		43%	43%
Task Group 4 - Assistance During Bid	\$39,539.00	\$0.00	\$0.00		0%	0%
Task Group 5 - Office Engineering Services	\$147,198.00	\$0.00	\$0.00		0%	0%
Task Group 7 - Amendment 1 Facility MP	\$37,020.00	\$31,598.10	\$4,008.15		96%	96%
Total	\$966,615.00	\$212,432.89	\$20,877.21		24%	24%

Date Printed 6/28/2010

Item	Description	Budgeted Amount Jan 2009 Master Plan (1)(2)(3)	Updated Amount
1	Frontage Road sewer upgrade (street to influent pump station)	\$366,000 (4) (5)	\$366,000
2	Influent pump station upgrade	\$670,900	\$670,900
3	Influent screening system	\$327,400	\$327,400
4	Grit removal system	\$402,700	\$402,700
5	Phase I Biolac system	\$3,877,500	\$3,877,500
6	Phase I Sludge holding lagoons	\$67,700	\$67,700
7	Phase I Sludge drying beds	\$1,160,700	\$1,160,700
	Construction Subtotal	\$6,872,900	\$6,872,900
8	Contingency	\$2,061,870 (6)	\$2,061,870
9	Design-Phase Engineering	\$923,093	\$923,093
10	Construction Management	\$1,138,777 (7)	\$1,138,777
11	Environmental Mitigation	-- (8)	-- (8)
12	Environmental Monitoring	-- (8)	-- (8)
13	Permitting Fees	-- (8)	-- (8)
	WWTF PROJECT TOTAL (Rounded to 1000)	\$10,997,000	\$10,997,000

13	Frontage Rd Sewer Upgrade Project (Division St to WWTF property)	--	\$1,658,600 (9) (10)
14	Frontage Rd Sewer Upgrade Project Contingency	--	\$331,720 (9) (10)
	FRONTAGE RD SEWER PROJECT TOTAL (Rounded to 1000)	--	\$1,991,000 (9) (10)

Notes:

- (1) ENR CCI: November 2008 = 8602
- (2) Costs are from the January 2009 Southland WWTF Master Plan.
- (3) Costs are escalated by 4 % per year to anticipated midpoint of construction (assumed January 2011).
- (4) The Frontage Rd Sewer Upgrade project includes the sewer main from Division St. to the influent pump station. The portion between the street and the influent pump station is currently included in the Southland WWTF Upgrades project scope of work, but may be moved to the Waterline Intertie Project for expedited construction.
- (5) The cost for this portion of Frontage Rd was estimated by prorating the cost opinion for the Frontage Road Sewer Upgrade (based on linear footage) to arrive at the 2008 Construction Cost Opinion. A 4% per year escalation was used to arrive at the 2011 midpoint of construction cost opinion.
- (6) Contingency is estimated at 30% of construction subtotal.
- (7) To be updated by CM Team, assumed to be 30% of construction subtotal minus the engineering fee.
- (8) Costs to be developed with EIR process
- (9) The Frontage Road Sewer Upgrade Project plans are being developed as part of the Waterline Intertie Project effort, but construction will be paid for using separate sewer funds, not supplemental water funds
- (10) Costs based on the 90% plans and specifications for Bid Package #2 of Waterline Intertie Project (October 2009)

TO: BOARD OF DIRECTORS

FROM: DON SPAGNOLO
GENERAL MANAGER

DATE: JULY 1, 2010

**AGENDA ITEM
C-4**

JULY 7, 2010

MONTHLY ENGINEER UPDATE

ITEM

NCSD District Engineer Peter Sevcik re Recent District Engineer Activities [NO ACTION REQUESTED].

BACKGROUND

Peter Sevcik is scheduled to summarize the attached outline.

RECOMMENDATION

Staff recommends that your Honorable Board receive the presentations and ask questions as appropriate.

ATTACHMENT

- District Engineer Activities Outline



NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326
NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932
Web site address www.ncsd.ca.gov

MEMORANDUM

TO: DON SPAGNOLO, P.E., GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E., DISTRICT ENGINEER
DATE: JUNE 30, 2010
RE: DISTRICT ENGINEER ACTIVITIES UPDATE

- **Santa Maria Waterline Intertie Project**
 - Reviewing draft final plans for Bid Package #2, Nipomo Area Pipelines
 - Reviewing 90% plans for Bid Package #4, Pump Station and Tank
 - Participated in 6/10 "All-Hands" meeting
- **Southland WWTF Upgrade**
 - Reviewing Draft Master Plan Amendment #1
 - Prepared RFP for Sludge Dredging Services with Utility Superintendent
- **Willow Road Waterline Extension Phase 1 Project**
 - County has issued Notice to Proceed to Contractor
- **Willow Road Waterline Extension Phase 2 Project**
 - Cannon working on 95% waterline design drawings
- **Water and Sewer Master Plan Implementation**
 - Coordinating Quad Tank 1 and 2 Rehabilitation Project
 - SCADA upgrade design in progress
- **Safety Program**
 - Conducted monthly safety training for operations employees on 6/8
 - Continue to coordinate on-line safety training for all District Employees
- **Sewer System Management Plan**
 - Fats, Oils and Grease (FOG) Control program in progress
- **Regulatory Compliance**
 - Submitted monthly compliance reports for the water and wastewater systems
- **Other**
 - Assisting GM with Urban Water Management Plan
 - Worked with Utility Superintendent to develop RFP for sludge dredging services at Southland WWTF

TO: BOARD OF DIRECTORS
FROM: DON SPAGNOLO 
DATE: JULY 2, 2010



CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item be removed. If discussion is desired, the item will be removed from the Consent Agenda and will be considered separately.

**Questions or clarification may be made by the Board members
without removal from the Consent Agenda.**

- D-1) APPROVE WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE BOARD MEETING MINUTES [RECOMMEND APPROVAL]
Approve Minutes of June 23, 2010
- D-3) CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BLAWS AMENDMENTS
[APPROVE STAFF RECOMMENDATION]

TO: BOARD OF DIRECTORS
 FROM: DON SPAGNOLO
 DATE: JULY 2, 2010

**AGENDA ITEM
 D-1
 JULY 7, 2010**

**TOTAL COMPUTER
 CHECKS
 \$309,247.19**

HAND WRITTEN CHECKS

06-23-10 20136 D JOHNSON ELECTION NIGHTS LOCK UPS 100.00

VOID – 20135, 20137, 20138

COMPUTER GENERATED CHECKS

18140	06/25/10	EMP01	EMPLOYMENT DEVELOP DEPT	B00621	06/21/10	STATE INCOME TAX	06-10	1554.30	1554.30
18141	06/25/10	MID01	RABOBANK-PAYROLL TAX DEPOS	B00621	06/21/10	COMBINED CHECK	06-10	5297.25	5297.25
18142	06/25/10	MID02	RABOBANK-DIRECT DEPOSIT	B00621	06/21/10	NET PAY	06-10	30087.99	30087.99
18143	06/25/10	PER01	PERS RETIREMENT	B00621	06/21/10	PERS PAYROLL REMITTANCE	06-10	10066.90	10066.90
18144	06/25/10	STA01	ING-PERS 457 DEFERRED COMP	B00621	06/21/10	457 DEFERRED COMP	06-10	1375.00	1375.00
018145	07/07/10	ABA01	ABALONE COAST BACTERIOLOG	176.00	.00	176.00	10-1002	SOUTHLAND WWTF LAB	
				105.00	.00	105.00	10-1215	SOUTHLAND WWTF LAB	
				97.00	.00	97.00	10-1216	SOUTHLAND WWTF LAB	
				20.00	.00	20.00	10-1273	BL WWTF LAB	
				175.00	.00	175.00	10-1274	WATER SAMPLES	
				105.00	.00	105.00	10-1286	SOUTHLAND WWTF LAB	
				97.00	.00	97.00	10-1287	SOUTHLAND WWTF LAB	
				20.00	.00	20.00	10-1335	BL WWTF LAB	
				20.00	.00	20.00	10-1347	BL WWTF LAB	
				105.00	.00	105.00	10-1361	SOUTHLAND WWTF LAB	
				97.00	.00	97.00	10-1362	SOUTHLAND WWTF LAB	
				176.00	.00	176.00	10-1367	SOUTHLAND WWTF LAB	
				124.00	.00	124.00	10-1368	BL WWTF LAB	
				20.00	.00	20.00	10-1370	BL WWTF LAB	
				20.00	.00	20.00	10-1381	BL WWTF LAB	
				20.00	.00	20.00	10-1391	BL WWTF LAB	
				20.00	.00	20.00	10-1411	BL WWTF LAB	
				20.00	.00	20.00	10-1419	BL WWTF LAB	
				175.00	.00	175.00	10-1420	WATER SAMPLES	
				20.00	.00	20.00	10-1435	BL WWTF LAB	
				176.00	.00	176.00	10-1436	SOUTHLAND WWTF LAB	
				124.00	.00	124.00	10-1437	BL WWTF LAB	
				97.00	.00	97.00	10-1438	SOUTHLAND WWTF LAB	
				20.00	.00	20.00	10-1457	BL WWTF LAB	
				20.00	.00	20.00	10-1467	BL WWTF LAB	
				20.00	.00	20.00	10-1485	BL WWTF LAB	
				20.00	.00	20.00	10-1501	BL WWTF LAB	
				175.00	.00	175.00	10-1502	WATER SAMPLES	
				20.00	.00	20.00	10-1517	BL WWTF LAB	
				176.00	.00	176.00	10-1518	SOUTHLAND WWTF LAB	
				97.00	.00	97.00	10-1520	SOUTHLAND WWTF LAB	
				20.00	.00	20.00	10-1542	BL WWTF LAB	
				124.00	.00	124.00	10-1543	SOUTHLAND WWTF LAB	
				20.00	.00	20.00	10-1558	BL WWTF ;AB	
			Check Total.....:	2721.00	.00	2721.00			
018146	07/07/10	ADV01	ADVANTAGE ANSWERING PLUS	142.15	.00	142.15	113650	ALARM MONITORING	
018147	07/07/10	ALX01	ALEXANDER'S CONTRACT SERV	3219.74	.00	3219.74	6280012	METER READS	
018148	07/07/10	AME03	AMERI PRIDE	126.07	.00	126.07	111462	UNIFORMS ETC	
				109.94	.00	109.94	116983	UNIFORMS ETC	
			Check Total.....:	236.01	.00	236.01			
018149	07/07/10	ATT01	AT&T/MCI	150.06	.00	150.06	1448160	PHONE	
				28.46	.00	28.46	1448412	PHONE	
				154.89	.00	154.89	1448482	PHONE	
			Check Total.....:	333.41	.00	333.41			
018150	07/07/10	AWW02	AMERICAN WATER WORKS ASSO	198.00	.00	198.00	090110	DUES	
018151	07/07/10	BER02	BERKADIA COMMERCIAL MORTG	500.00	.00	500.00	B00702	PROCESSING FEE	
018152	07/07/10	BLU02	BLUE SHIELD OF CALIFORNIA	836.55	.00	836.55	070110	COBRA SUBSIDY CRUZ JULY	
018153	07/07/10	BRE02	BRENNTAG PACIFIC INC.	713.05	.00	713.05	BPI005851	CHLORINE FOR WATER	
				394.40	.00	394.40	BPI005852	CHLORINE FOR BL SEWER	
			Check Total.....:	1107.45	.00	1107.45			

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS JULY 2, 2010**

AGENDA ITEM

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JULY 7, 2010

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018154	07/07/10	CAL03	CALIFORNIA ELECTRIC SUPPL	311.38	.00	311.38	412600	SUPPLIES FOR WELLS
				151.90	.00	151.90	413406	BL SEWER SUPP
				1446.96	.00	1446.96	413407	BL LFT STN SUPP
				27.09	.00	27.09	413421	SOUTHLAND WWTF SUPPLIES
				304.60	.00	304.60	414123	BL SEWER SUPP
			Check Total.....:	2241.93	.00	2241.93		
018155	07/07/10	CLE06	CLEVER DUCKS	383.00	.00	383.00	10673	COMPUTER SUPPORT
				3100.00	.00	3100.00	070110	BACKUP APPLIANCE/STANDBY
			Check Total.....:	3483.00	.00	3483.00		
018156	07/07/10	CON03	CONTROLCO	1087.56	.00	1087.56	5333	TEFFT ST LFT STN TRANSDUC
018157	07/07/10	COR01	CORBIN WILLITS SYSTEMS	750.83	.00	750.83	B006151	COMPUTER SUPPORT
018158	07/07/10	COR02	CORRPRO COMPANIES, INC.	4500.00	.00	4500.00	J1178684	CATHODIC PROTECTION
018159	07/07/10	CRO03	CROSNO CONSTRUCTION INC	52654.50	.00	52654.50	2	TANK REHAB PROJECT
018160	07/07/10	CSD02	CALIFORNIA SPECIALTY DIST	379.21	.00	379.21	16119	PERISTALTIC PUMP-VIA CONC
018161	07/07/10	CUS01	CUSTOM PRINTING	470.46	.00	470.46	108059	DOOR HANGERS
018162	07/07/10	DEW01	J B DEWAR INC	250.30	.00	250.30	917798	OIL FOR WELLS
018163	07/07/10	DIS02	DISCRETE WIRELESS	308.50	.00	308.50	AT0663949	GPS SERVICE
018164	07/07/10	EBY01	EBY, ED	100.00	.00	100.00	070710	REG BD MEETING 070710
018165	07/07/10	ELE02	ELEMENTS	90.00	.00	90.00	206895	WEBSITE DOMAIN
018166	07/07/10	EMP01	EMPLOYMENT DEVELOP DEPT	884.77	.00	884.77	06-30-10	2ND QTR SUI/ETT 6/30/10
018167	07/07/10	FIS02	FISHER SCIENTIFIC	1039.20	.00	1039.20	2584834	LAB EQUIPMENT
018168	07/07/10	FRA03	FRANCIS, HUNTER PROGRAM	300.00	.00	300.00	1556	SOILS & COMPOSTING WORKSH
018169	07/07/10	GAS02	GAS COMPANY, THE	25.77	.00	25.77	062210	OFFICE HEAT
				16.77	.00	16.77	JUNE 2010	SHOP GAS
			Check Total.....:	42.54	.00	42.54		
018170	07/07/10	GIL01	GLM, INC.	320.00	.00	320.00	063010	LANDSCAPE MAINTENANCE
018171	07/07/10	GLO02	GLOBAL EQUIPMENT CO INC	1301.83	.00	1301.83	103576836	SUPPLIES
018172	07/07/10	GRO01	GROENIGER & CO	910.49	.00	910.49	11014263	SUPPLIES
				11.71	.00	11.71	11014358	SUPPLIES
			Check Total.....:	922.20	.00	922.20		
018173	07/07/10	GWA01	GWA INC	53.00	.00	53.00	600640	ALARM MONITORING
				85.00	.00	85.00	602062	ALARM MONITORING
				85.00	.00	85.00	602107	ALARM MONITORING
			Check Total.....:	223.00	.00	223.00		
018174	07/07/10	HAR02	HARRISON, JAMES	100.00	.00	100.00	070710	REG BD MEETING 070710
018175	07/07/10	HAR04	HARPER & ASSOCIATES ENG I	9298.68	.00	9298.68	ENG-4125	WATER STORAGE TANK REHAB
018176	07/07/10	ING01	INGHAM PAINTING, INC	12863.00	.00	12863.00	1325	OFFICE EXTERIOR PAINTING
018177	07/07/10	IRO01	IRON MOUNTAIN RECORDS MGT	30.56	.00	30.56	JUNE 2010	CONFIDENTIAL SHREDDING
018178	07/07/10	KAM01	KAMAN INDUSTRIAL TECH	324.75	.00	324.75	F88533	SUPPLIES
				139.67	.00	139.67	Z16160	SUPPLIES
			Check Total.....:	464.42	.00	464.42		
018179	07/07/10	KIN03	KINEQUIP INC	350.54	.00	350.54	140031	SUPPLIES
				867.17	.00	867.17	141403	LFT STN PARTS
			Check Total.....:	1217.71	.00	1217.71		
018180	07/07/10	LAN02	LANDMARK LANDSCAPE CO INC	214.00	.00	214.00	49110	LANDSCAPE MAINT VISTA VER
018181	07/07/10	LEE02	LEE CENTRAL COAST NEWSPAP	149.75	.00	149.75	75915	SUBSCRIPTION
018182	07/07/10	MOR02	MORE OFFICE SOLUTIONS	462.53	.00	462.53	559705	COPIER MAINT CONTRACT
018183	07/07/10	MUN03	MUNICIPAL MAINTENANCE EQU	185.41	.00	185.41	61617	REDUCER FLANGE
				480.00	.00	480.00	10970C	VAC CON TRUCK SERVICE
			Check Total.....:	665.41	.00	665.41		

**NIPOMO COMMUNITY SERVICES DISTRICT
WARRANTS JULY 2, 2010**

AGENDA ITEM

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JULY 7, 2010

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018184	07/07/10	NEL01	NELSON, WILLIAM J	100.00	.00	100.00	070710	REG BD MEETING 070710
018185	07/07/10	NEX01	NEXTEL COMMUNICATIONS	483.44	.00	483.44	87314-103	CELL PHONES
018186	07/07/10	NUT01	NU TECH PEST MGMT	265.00	.00	265.00	79035	PEST CONTROL
				49.00	.00	49.00	79036	PEST CONTROL
			Check Total.....:	314.00	.00	314.00		
018187	07/07/10	OFF01	OFFICE DEPOT	27.05	.00	27.05	418001	OFFICE SUPPLIES
				28.12	.00	28.12	819001	OFFICE SUPPLIES
				30.37	.00	30.37	961001	OFFICE SUPPLIES
				232.30	.00	232.30	523769925	SUPPLIES
			Check Total.....:	317.84	.00	317.84		
018188	07/07/10	OFF02	OFFICE MAX INCORPORATED	128.73	.00	128.73	52887	SUPPLIES
018189	07/07/10	ONE01	1-800-CONFERENCE	658.56	.00	658.56	705066	CONFERENCE CALLS
018190	07/07/10	PEO01	PEOPLESCHOICE HEATING & A	237.00	.00	237.00	3768	AC FOR LAB
				321.00	.00	321.00	3800	AC FOR LAB
				180.00	.00	180.00	3805	AC FOR SHOP OFFICE
			Check Total.....:	738.00	.00	738.00		
018191	07/07/10	PER04	PERRY'S ELECTRIC MOTORS	2001.21	.00	2001.21	1110	SOUTHLAND WWTF MOTOR
				2625.36	.00	2625.36	11148	BL SEWER AERATOR
			Check Total.....:	4626.57	.00	4626.57		
018192	07/07/10	PRE01	PRECISION JANITORIAL	650.00	.00	650.00	201	JANITORIAL SERVICE JUNE
018193	07/07/10	QUI04	QUINN POWER SYSTEMS	999.32	.00	999.32	330004594	SUPPLIES
018194	07/07/10	SAI01	SAIC	10895.00	.00	10895.00	917434	NMMA TG
018195	07/07/10	SAN09	SAN LUIS MAILING SERVICE	135.92	.00	135.92	212384 M	MAILING LATE NOTICES
				657.02	.00	657.02	212384 P	POSTAGE FOR LATE NOTICES
			Check Total.....:	792.94	.00	792.94		
018196	07/07/10	SHI01	SHIPSEY & SEITZ, INC	20701.30	.00	20701.30	053110	LEGAL SERVICES THRU 5/31/
018197	07/07/10	SLO01	SAN LUIS OBISPO COUNTY	2772.00	.00	2772.00	062810	PUBLIC LOT APPLICATION WI
018198	07/07/10	SOU03	SOUTH COUNTY SANITARY	406.44	.00	406.44	JUNE 2010	SOLID WASTE TAX LIENS
018199	07/07/10	SPE01	SPECIAL DISTRICT RISK	5740.00	.00	5740.00	33539	W/C 1ST QTR
				77203.22	.00	77203.22	33708	INSURANCE FOR FY 2010-201
			Check Total.....:	82943.22	.00	82943.22		
018200	07/07/10	TAF01	TAFT ELECTRIC	4496.97	.00	4496.97	30658	EUREKA WELL GENERATOR
				1520.00	.00	1520.00	30617L	ELECTRICAL SAFETY MAINT
			Check Total.....:	6016.97	.00	6016.97		
018201	07/07/10	TOW01	TOWN & COUNTRY FENCING	1708.00	.00	1708.00	062110	FENCING WORK
018202	07/07/10	UCM01	UTILITY COST MANAGEMENT L	1603.30	.00	1603.30	14240	ELECTRICAL SAVINGS JAN-MA
018203	07/07/10	USA01	USA BLUEBOOK	136.99	.00	136.99	173931	SUPPLIES
018204	07/07/10	USB01	US BANK TRUST	235.44	.00	235.44	062210 A	BD MEETING SUPPLIES
				220.00	.00	220.00	062210 B	SUPPLIES
				141.86	.00	141.86	062210 C	SUPPLIES
			Check Total.....:	597.30	.00	597.30		
018205	07/07/10	VAN01	VAN SCOYOC ASSOCIATES	4500.00	.00	4500.00	35393	LOBBYING SERVICES
018206	07/07/10	VER01	VERIZON	37.70	.00	37.70	061910	BL PHONE
018207	07/07/10	VIE01	VIERHEILIG, LARRY	100.00	.00	100.00	0707710	REG BD MEETING 070710
018208	07/07/10	WAL01	WALLACE GROUP	1188.50	.00	1188.50	30077	FOG OUTREACH & INSPECTION
018209	07/07/10	WIN01	WINN, MICHAEL	100.00	.00	100.00	070710	REG BD MEETING 070710
018210	07/07/10	WOE01	WOESTE ELECTRIC INC	4299.76	.00	4299.76	5700	SUNDALE WELL ELEC
				323.00	.00	323.00	5701	SUNDALE WELL ELEC
				918.60	.00	918.60	5702	SUNDALE WELL
				187.00	.00	187.00	5703	SUNDALE WELL ELEC
				1600.93	.00	1600.93	5704	SUNDALE WELL ELEC
				3538.70	.00	3538.70	5706	SUNDALE WELL ELEC
			Check Total.....:	10867.99	.00	10867.99		
018211	07/07/10	\C004	CALPORTLAND COMPANY,	371.44	.00	371.44	000B00701	MQ CUSTOMER REFUND FOR CA

NIPOMO COMMUNITY SERVICES DISTRICT

Celebrating 45 Years of Service 1965 - 2010

D2

DRAFT MINUTES

JUNE 23, 2010 AT 9:00 A.M.

BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

BOARD of DIRECTORS

JAMES HARRISON, **PRESIDENT**
LARRY VIERHEILIG, **VICE PRESIDENT**
MICHAEL WINN, **DIRECTOR**
ED EBY, **DIRECTOR**
BILL NELSON, **DIRECTOR**

PRINCIPAL STAFF

DON SPAGNOLO, **GENERAL MANAGER**
LISA BOGNUDA, **ASSIST. GENERAL MANAGER**
DONNA JOHNSON, **BOARD SECRETARY**
JON SEITZ, **GENERAL COUNSEL**
PETER SEVCIK, **DISTRICT ENGINEER**

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.

00:00:00

A. CALL TO ORDER AND FLAG SALUTE

President Harrison called the Regular Meeting of June 23, 2010, to order at 9:00 a.m. and led the flag salute.

B. ROLL CALL

At Roll Call, all Board members were present.

00:00:45

C. PRESENTATIONS AND PUBLIC COMMENT

C-1) MIKE NUNLEY OF AECOM

Update re: Waterline Intertie Project

Mike Nunley, AECOM Engineering Project Manager, reviewed items completed this month on the Waterline Intertie Project as presented in the report in the Board packet. AECOM worked on the bid package for the pump station, reservoir, and chloramination systems, creation of a Public Lot for booster pump station, lease agreement for surface mining, and attended the "All Hands" meeting for the project.

Mr. Nunley answered questions from the Board. The Board thanked Mr. Nunley for the report.

C-2) NCSD SUPERINTENDENT TINA GRIETENS

Update recent Operations activities.

Tina Grietens, Utility Superintendent, reviewed the report presented in the Board packet. Ms. Grietens answered questions from the Board. Director Winn suggested the names of those employees who receive recognition be included in the report rather than referring to them in a generic way. This particular report should note that Rick Motley passed his D3 Distribution Certification Exam and Jonathan Edwards passed the D1, both through Calif. Dept. of Public Health.

The Board thanked Ms. Grietens for the report.

C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST

Receive Announcements from Directors Items of District & Community Interest

Director Nelson

- ◇ Cliff Trotter (former NCSD Director) is planning to move to Bakersfield.
- ◇ Mr. Trotter sent a letter to BLMA pointing out that they should get a copy of Roberts Rules of Order to use in their meetings. He also suggested that there will probably be a vacancy on the NCSD Board and someone should think about running for the position.

MINUTES SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES**

Director Eby

- ◇ He attended the SLO County Public Works presentation June 17, 2010, on the status of the Willow Road extension project. Phasing for the project and funding for the project was discussed. More information will be presented at the SLO Board of Supervisors meeting Tuesday, July 13th, for approval of the plans.
- ◇ LAFCO Chris Vardas is the new member representing cities and Roberta Fonze is the alternate member for cities.
Muril Clif from Cambria CSD is the Special Districts' alternate member
- ◇ Weather – The International Research Institute for Climate and Society predicts a La Niña system for the next rainy season. This suggests less than 14 inches of rain next year.
- ◇ Oceano CSD is eliminating several full-time positions.

Director Winn

- ◇ School is out for the summer.
- ◇ He asked if others' tax assessment on their home had been lowered.
- ◇ Staff held meeting June 10 for public outreach for the WIP.
- ◇ June 17 – SLO Climate Change meeting was held discussing a County-wide action plan.
- ◇ July 14 - SLO Climate Change Adaptation Workshop to be held at the Embassy Suites from 8:30 to 4:30 to discuss potential strategies to address the impacts of climate change on water, health, infrastructure, agriculture, coastal marine and tourism. Both directors and staff are invited. For more information, visit www.lgc.org/events.
- ◇ June 23, 2010 – Santa Maria presentation of Annual Report at the County Center.
- ◇ July 7, 2010 – WRAC meeting –plan to discuss reporting and monitoring of wells near creeks. Farm Bureau had a meeting June 21st concerning this subject.

Director Harrison

Chamber of Commerce meeting June 24, 2010, at Blacklake.

C-4) PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public present to comment.

00:56:12

D. CONSENT AGENDA

D-1) APPROVE WARRANTS

D-2) APPROVE BOARD MEETING MINUTES

Approve Minutes of June 9, 2010

The Board discussed some items on the Warrants list – Fugro West, Cannon. Director Winn asked to note that the outgoing Board Secretary, Mrs. Donna Johnson, Board Secretary has done a good job of presenting the minutes of the meeting. Upon motion by Director Vierheilg and seconded by Director Nelson, the Board unanimously approved the Consent Agenda. Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Vierheilg, Nelson, Eby, Winn and Harrison	None	None

MINUTES SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES**

01:00:46

E. ADMINISTRATIVE ITEMS**E-1) SECOND READING AND ADOPTION OF ORDINANCE PROVIDING FOR PHASING OF CAPACITY CHARGE PAYMENTS FOR CERTAIN RESIDENTIAL AND COMMERCIAL DEVELOPMENTS**

Don Spagnolo, General Manager, introduced the item.

The Board discussed the proposed ordinance. President Harrison asked why the Board decided to design the ordinance to include only developments of four or more houses. Developments of four or more houses require Board approval.

Mr. Spagnolo summarized an email from George Newman thanking the Board for consideration of the proposed ordinance.

The Board suggested minor changes of non-significance.

Upon motion by Director Winn and seconded by Director Vierheilig, the Board adopted Ordinance 2010-115. Vote 3-2 with Directors Eby and Harrison voting no.

There was no public present to comment.

ORDINANCE NO. 2010-115**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT****AMENDING TITLE 3 OF THE NIPOMO COMMUNITY SERVICES DISTRICT****CODE TO ESTABLISH NEW PROCEDURES FOR PAYMENT OF****DISTRICT FEES FOR CONNECTION FOR****RESIDENTIAL PROJECTS CREATING FOUR OR MORE PARCELS AND MIXED-USE PROJECTS UNDER A
SINGLE APPLICATION FOR A FINAL MAP THAT REQUIRE THE DEDICATION OF ANY WATER AND SEWER
IMPROVEMENTS PURSUANT TO A DISTRICT PLAN CHECK AND INSPECTION AGREEMENT**

YES VOTES	NO VOTES	ABSENT
Directors Winn, Vierheilig, and Nelson	Directors Eby and Harrison	None

The Board took a break from 10:17 to 10:32.

02:15:55

E-2) PUBLIC HEARING – ADOPT FY 2010-11 BUDGET

Don Spagnolo, General Manager, introduced the item.

Lisa Bognuda, NCSD Finance Director, answered questions from the Board.

The Board would like to further discuss the Solid Waste franchise fees at a later time.

Mrs. Bognuda explained why the appropriation limitation decreased.

Upon motion by Director Eby and seconded by Director Vierheilig, the Board unanimously adopted Resolution 2010-1192, determining the appropriation limitation.

There was no public present to comment. Vote 5-0.

RESOLUTION NO. 2010-1192**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES
DISTRICT DETERMINING THE APPROPRIATION LIMITATION FOR THE 2010-2011 FISCAL YEAR**

YES VOTES	NO VOTES	ABSENT
Directors Eby, Vierheilig, Nelson, Winn and Harrison	None	None

Upon motion by Director Vierheilig and seconded by Director Eby, the Board unanimously adopted Resolution 2010-1193, adopting the 2010-2011 FY Budget. There was no public present to comment. Vote 5-0.

RESOLUTION 2010-1193**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY
SERVICES DISTRICT ADOPTING THE 2010-2011 FISCAL YEAR BUDGET**

YES VOTES	NO VOTES	ABSENT
Directors Vierheilig, Eby, Winn, Nelson, and Harrison	None	None

MINUTES SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES**

01:22:53

E-3) REVIEW AND APPROVAL OF THE MEMORANDUM OF AGREEMENT BETWEEN THE NIPOMO COMMUNITY SERVICES DISTRICT AND THE COUNTY OF SAN LUIS OBISPO REGARDING THE NCSD'S SPHERE OF INFLUENCE

Don Spagnolo, General Manager, introduced the item. The County's approval of the MOA is currently scheduled for July 13, 2010. LAFCO approval of the District's Sphere of Influence and MSR is currently scheduled for July 15, 2010.

Jon Seitz, District Legal Counsel, explained the changes made in the agreement presented at the June 9th meeting. He stated that he tried to incorporate the comments from the Board. County staff is willing to accept the red-lined version.

Mr. Seitz answered questions from the Board. He will explain to County staff that the NCSD Board approved this version and requested some minor revisions.

Upon motion by Director Eby and seconded by Director Winn, the Board unanimously agreed to approve the findings and recitals, and Exhibit A in the Memorandum of Agreement between Nipomo Community Services District and the County of San Luis Obispo regarding NCSD's Sphere of Influence, with requests for consideration of certain edits. There was no public comment. Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Eby, Winn, Vierheilig, Nelson, and Harrison	None	None

01:55:02

E-4) CONSIDER CHANGE IN BOARD MEETING SCHEDULE IN JULY

Don Spagnolo, General Manager, explained that a director has requested the meeting of July 14, 2010, be rescheduled due to a conflict with another meeting scheduled on that date (SLO Climate Change Adaptation Workshop).

The board discussed various dates possible.

Upon motion by Director Winn and seconded by Director Vierheilig, the Board agreed to change the July 14th meeting to July 7th at 9:00 a.m. with an 8:00 a.m. Closed Session.

There was no public present to comment. Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Winn, Vierheilig, Nelson, Eby, and Harrison	None	None

02:03:46

F. MANAGER'S REPORT

Don Spagnolo, General Manager, reviewed the Manager's Report presented in the Board packet. Mr. Spagnolo answered questions from the Board.

Director Eby asked Mr. Spagnolo to schedule the ad hoc WIP Outreach Committee meeting for July 26th.

Mr. Spagnolo will discuss the meetings with True North, the WIP outreach firm.

The Board considered Closed Session next.

I. CLOSED SESSION ANNOUNCEMENTS

Jon Seitz, District Legal Counsel, announced the following to be considered in Closed Session.

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC §54956.9 SMVWCD VS. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214, SIXTH APPELLATE COURT CASE NO. H032750 AND ALL CONSOLIDATED CASES).

MINUTES SUBJECT TO BOARD APPROVAL

**Nipomo Community Services District
REGULAR MEETING
DRAFT MINUTES**

I. CLOSED SESSION ANNOUNCEMENTS (CONTINUED)

2. CONFERENCE WITH LEGAL COUNSEL PENDING LITIGATION GC§54956.9 MARIA VISTA VS. NCSD (CASE NO. CV 040877), MARIA VISTA VS. NCSD (CASE NO. CV 061079), AND MARIA VISTA VS. LINDA VISTA FARMS, NCSD ET AL. (CASE NO. CV 040150);
3. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION PURSUANT TO GC SECTION 54956.9; NCSD VS. COUNTY SLO, ET AL. (CASE #CV090010)

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

K. ADJOURN TO CLOSED SESSION

President Harrison adjourned to Closed Session at 11:44 a.m.

L. OPEN SESSION

ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 2:15 p.m.

Jon Seitz, District Legal Counsel, announced that the Board heard an update on the items listed above, gave instructions to legal counsel, but took no reportable action.

G. COMMITTEE REPORT

There was no committee report.

02:28:05

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby

- ◇ Would like report on groundwater in storage estimate based on April reading.
Mr. Spagnolo stated that he is waiting for SLO County staff to provide the information.
Mr. Seitz stated that the County expects the information to be available in July.
- ◇ WRAC – Primary and alternate representative positions need to be filled. At a future meeting, he would like to discuss if General Manager will be the primary representative.
- ◇ Asked for a WIP Committee meeting to be scheduled before the July 28th Board meeting.

Director Winn

- ◇ Schedule an ad hoc committee meeting concerning the outreach schedule.
- ◇ Clarification of policy to chloramine the four wells near Woodlands.
- ◇ Further information about AECOM's downplaying the likelihood of lower than usual bids.
- ◇ Agendize installation of solar panels on new buildings.
- ◇ Agendize discussion of SB 972.
- ◇ Agendize timetable of budgetary breakdown of Solid Waste Franchise Fees. Set up meeting of Conservation Committee.
- ◇ What is the result of stakeholder meeting?

Director Nelson

How is the new software program being used?

Director Harrison

Discussion of a District policy on photo-voltaic for electricity.

ADJOURN

President Harrison adjourned the meeting at 2:37 p.m.

➤ Next Regular Board Meeting is July 7, 2010

MINUTES SUBJECT TO BOARD APPROVAL

TO: BOARD OF DIRECTORS

FROM: DON SPAGNOLO
GENERAL MANAGER

DATE: JULY 1, 2010

**AGENDA ITEM
D-3**

JULY 7, 2010

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BYLAWS AMENDMENTS

ITEM

Authorize submittal of "YES" vote on proposed 2010 California Special Districts Association Bylaws amendments [RECOMMEND APPROVAL]

BACKGROUND

The California Special Districts Association (CSDA) is proposing changes to their bylaws. Changes to the bylaws are recommended by the CSDA Elections and Bylaws Committee and the CSDA Board of Directors. The last amendments to the bylaws were approved in 2009. As a member of the association the Nipomo Community Services District is eligible to vote on the proposed amendments.

The attached memo from CSDA details the seven proposed 2010 amendments. The major reason for the amendments is to redefine CSDA voting members and non-voting associate members. Other changes include Director's term of office, balloting and elections, director disqualification and inclusion of the Audit Committee as a standing committee.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to submit a "YES" vote on the proposed bylaws amendments.

ATTACHMENTS

- Memo and supporting materials



RECEIVED
JUN 15 2010
NIPOMO COMMUNITY
SERVICES DISTRICT

MEMORANDUM

DATE: June 9, 2010

TO: California Special Districts Association (CSDA) Voting Members

FROM: Mark Bryant, CSDA Board President
Neil McCormick, CSDA Executive Director

SUBJECT: Proposed CSDA Bylaws Amendments

The CSDA Elections and Bylaws Committee and the CSDA Board of Directors have approved changes to the CSDA Bylaws (last amended October 2009). The main reason for the proposed change to the bylaws is to redefine CSDA voting members and non-voting associate members. A few other changes have been made as well and are indicated on the attached "Major Amendments Summary."

The current CSDA Bylaws require a majority vote of a quorum of Regular CSDA members. All documents have been placed online for easy access and viewing. The current CSDA bylaws (October 2009), the proposed 2010 Bylaws in mark-up form and an electronic version of the enclosed "Major Amendments Summary."

Once your district has reviewed the proposed updated bylaws, please use the official ballot with prepaid postage to cast your vote via mail. **Completed ballots need to be received before Friday, July 30, 2010 at 5:00 pm.** An official ballot with return postage is enclosed for your convenience. The results of the Bylaws ballot will be announced in the CSDA E-News and on the CSDA website -- www.csda.net. If approved, the updated bylaws will take effect on August 1, 2010.

If you have any questions or require hard copies of any of any of these documents, you can contact Diana Zavala, Executive Assistant at dianaz@csda.net or 916.442.7887. Thank you for your participation and continued support of CSDA.

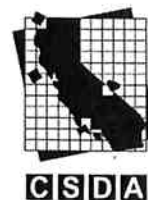
California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.CSDA (2732)
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.CSDA (2732)
f: 916.442.7869



Proposed 2010 CSDA Bylaws Updates Major Amendments Summary

PROPOSED AMENDMENT #1:

Independent Special District (ISD) is changed to "Regular Voting Member" throughout the bylaws.

PROPOSED AMENDMENT #2:

Article II. Membership

CSDA Regular Voting Member and Associate Member definitions were updated. This section was updated in order to clarify that air quality management districts, air pollution control districts, county water agencies or authorities, transit or rapid transit districts, metropolitan water districts, flood control districts and sanitation agencies are voting CSDA members. Associate Member definition was updated to specifically include LAFCOs and Joint Powers Authorities (JPAs).

OLD LANGUAGE:

A. Regular Voting Members:

Shall be those ISDs given authority to perform, under California law, governmental or proprietary functions within limited boundaries. ISDs do not include the state, city, county, school districts or any entity not defined as an ISD under state law. ISD members have voting privileges and may hold seats on the Board of Directors.

B. Associate Non-Voting Members:

Shall be those organizations such as dependent districts, joint power authorities, cities, mutual water companies, improvement associations, and those entities who are not defined as ISDs under California law. Associate members have no voting privileges and may not hold a seat on the Board of Directors.

NEW LANGUAGE:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of "independent special district" set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

B. Associate Non-Voting Members:

Shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges and may not hold a seat on the Board of Directors.

PROPOSED AMENDMENT #3:

Article II. Section 4, A: Voting Designee

This section was updated to state that voting members must be "in good standing."

OLD LANGUAGE:

A. Voting Designee:

In accordance with these Bylaws, only ISD members who hold regular member status may have voting privileges. The governing body of each ISD shall designate by resolution, one representative from their respective district who shall have the authority to exercise the right of the ISD to vote. Such voting designee shall be a Board member or managerial employee of the member ISD. Each member ISD shall file such resolution with CSDA.

NEW LANGUAGE:

A. Voting Designee:

In accordance with these Bylaws, only regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate by resolution, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member. Each regular voting member shall file such resolution with CSDA.

PROPOSED AMENDMENT #4:

Article III, Section 2: Term of Office:

This section updates the date that newly elected CSDA Directors take office. Currently, the new Directors take their seat at the CSDA Annual Conference in September. This update would have new directors as “directors-elect” until January 1 and they would take their seat at that time. New Board Officers are currently selected at the Annual Conference and take office immediately. This also updates them to “officers-elect” until January 1 of the following year. These updates bring all of CSDA to a calendar year – committees, budget, officers, directors, etc.

OLD LANGUAGE:

Section 2 Term of Office:

Directors elected from each of the six (6) regions shall hold staggered three (3) year terms. After the annual election of directors, a meeting of the Board shall be held. The term of office of the newly elected persons shall commence upon being ratified and seated by the Board of Directors, and shall terminate in three (3) years when their successors take office or are appointed and qualified.

NEW LANGUAGE:

Section 2 Term of Office:

Directors elected from each of the six (6) regions shall hold staggered three (3) year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three (3) years.

PROPOSED AMENDMENT #5

Article III, Section 4: Balloting and Election:

This adds "Staff will execute a proof of service certifying the date upon which all regular voting members of each region were mailed a ballot." It also consolidates Section A and B into one.

OLD LANGUAGE:

B. Balloting:

After the nomination period for directors is closed, a mailed ballot specifying the certified nominees in each region shall be distributed to each ISD regular member in good standing by first class mail. Each such regular member in each region shall be entitled to vote for each of that region's open seats on the Board.

The ballot shall contain all nominations accepted and approved by CSDA. A certified affidavit from the Elections & Bylaws Committee will be included, stating all current ISD members in each region were sent a mail ballot.

C. Election:

ISD members will be entitled to cast one vote for each of the open seats of directors in their region for which nominations have been accepted and approved by CSDA.

Ballots shall be returned by mail to the principal business address of CSDA prior to the close of business (5 pm) on the designated election date, which shall be at least forty-five (45) days prior to the annual business meeting of the members held at the Annual Conference. Ballots received after the specified date shall not be counted.

All ballots shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee.

NEW LANGUAGE:

B. Balloting and Election:

After the nomination period for directors is closed, a mailed ballot specifying the certified nominees in each region shall be distributed to each regular voting member in good standing by first class mail. Each such regular member in each region shall be entitled to cast one vote for each of that region's open seats on the Board.

The ballot for each region shall contain all eligible nominees. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region were mailed a mail ballot.

Ballots shall be returned by mail to the principal business address of CSDA prior to the close of business (5 pm) on the designated election date, which shall be at least forty-five (45) days prior to the annual business meeting of the members held at the Annual Conference. Ballots received after the specified date shall not be counted.

All ballots shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee.

PROPOSED AMENDMENT #6:

Article III, Section 7: Director Disqualification:

Adds the following paragraph: "Any officer or director may resign at any time by giving written notice to the President or Executive Director. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein."

OLD LANGUAGE:

Section 7. Director Disqualification:

A director shall become disqualified from further service upon the occurrence of the following:

A director's ISD is no longer a member of the CSDA; a director is no longer a Board member or an employee of a member ISD; and/or a director shall resign.

- A. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director shall fail to attend three (3) consecutive meetings of the Board, without prior notice to the Board President.

NEW LANGUAGE:

Section 7. Director Disqualification:

A director shall become disqualified from further service upon the occurrence of the Following:

A director's voting member district is no longer a member of the CSDA; a director is no longer a Board member or an employee of a regular voting member; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or Executive Director. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- A. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director shall fail to attend three (3) consecutive meetings of the Board, without prior notice to the Board President.

PROPOSED AMENDMENT #7:

Article VI, Section 4: Standing Committees:

The Audit Committee is a standing committee of CSDA and was inadvertently left off of the last bylaws update. Therefore, the Audit committee is added including language defining the committee's responsibilities.

NEW LANGUAGE:

I. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board for action.

All other changes shown in the proposed 2010 Bylaws are grammatical and/or changes making the Bylaws reflect CSDA's current policy (i.e. Past President is an officer, Legislative Committee serves the Legislative Department (we now have three advocates), etc.

You can access the full 2009 bylaws; the 2010 proposed bylaws revisions; this "Major Amendments Summary" page and a sample resolution at bylaws.csdanet.net.

Contact:

*Diana Zavala, Executive Assistant
California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
(916) 442-7887
dianaz@csda.net*